



MINUTES
Rate Structure Work Group Meeting
Friday, February 11, 2022 / 10:00AM - 12:00PM
Held via: Zoom Webinar

Attendance: Sandy Hunt, BDS Facilitator; Jen Doig, BDS Facilitator; Cynthia Mahar, ED Community Crossroads; Ellen McCahan, ED CSNI; Erin Hall, SD Brain Injury Association; Kara Nickulas, ED of Community Programs Crotched Mountain; Kim Shottes, ED Plus Company; Larry Linden, Easter Seals; Matthew Cordaro, ED One Sky Services; Shelley Kelleher, CFO Lakes Region Community Services; Sudip Adhikari, Gateways; Drew Smith, Alvarez and Marsal; Alecia Ortiz, Alvarez and Marsal; Krista Stephani, Myers and Stauffer; Amy Perry, Myers and Stauffer; Lesley Anne Beerends, Myers and Stauffer; Julia Kotchevar, Myers and Stauffer; Jackie George, Myers and Stauffer; Megan Frenzen, Optumas; Martin McNamara, Optumas; Tomas Abrate, Optumas; Stephanie Taylor, Optumas; Ainsley Ramsey, Optumas

Please reference the corresponding slide presentation for the detailed agenda, including topics and themes covered in the meeting and corresponding takeaways and applicable action items.

Topic	Key Takeaways & Action Items
Introductions and Ground Rules	<ul style="list-style-type: none"> Introduced Rate Setting Entities - Myers and Stauffer (MSLC) and Optumas teams
Intent of Cost Report and Rate Setting Processes	<ul style="list-style-type: none"> The rate setting process is rooted in the Bureau of Developmental Services (BDS) Corrective Action Plan (CAP) requirement for Direct Billing with a compliance date of 7/1/2023. The cost reports will help determine how to set appropriate rates for BDS waiver services.
Provide an overview of the cost reporting process	<p><u>Overview</u></p> <ul style="list-style-type: none"> Myers and Stauffer reviewed the cost report process at a high level. The cost reporting processes generally includes: <ul style="list-style-type: none"> Pre-design review; Evaluation of rate design options; Collection of data; Analysis of data; and Rate development <p><u>Feedback and Questions from Members</u></p>

	<ul style="list-style-type: none"> • A member expressed concerns that not all cost report templates are created equal. What are the top three areas where cost reports might vary from state to state? <ul style="list-style-type: none"> ○ MSLC Response: How they might vary is how we identify the costs. This can depend on the definitions of costs for each service component, how do we identify what goes into a direct service professional wage, what's included there, what are considered general and administrative costs, how do we break out transportation costs if they are part of a service and part of that reimbursement to provide that service. The input from this Work Group is vital in order to help us set up a cost report that reflects how New Hampshire is providing services and how the area agencies and provider agencies are providing the services to the individuals and those discussions will be incorporated into the design of the cost report. • A member asked how Myers and Stauffer navigates different methodologies and approaches in the state itself? <ul style="list-style-type: none"> ○ MSLC Response: We ensure in the design of the cost report that we group all costs in similar manner so they are reported by consistently, regardless of if we are talking about Area Agencies or provider vendors. The cost report will also have some supplemental questions to determine how a particular agency is providing services. This information will go into the discussions on how to develop a rate. • A member noted it's not even just different service delivery models, its different administrative models, and different cost structures across the state depending on how the organization is designed.
<p>Provide an overview of the rate setting process</p>	<p><u>Overview</u></p> <ul style="list-style-type: none"> • The Optumas Team discussed the rate development process which includes: <ul style="list-style-type: none"> ○ General rate considerations;

- Hourly wages for DSPs;
- Employee Related Expenses (ERE);
- Staff availability;
- Program support;
- Administration;
- Staffing per unit/staffing ratios; and
- Rate Structure Examples

Feedback and Questions from Members

- A member asked for clarification on the relationship between Optumas and MSLC teams.
 - MSLC Response: Both teams have experience in cost reports and rate setting but came together as a team for New Hampshire. They bring experience in both these areas but for this project, Myers and Stauffer is taking the lead on the cost report, the overall project management, and will be providing input with the rate setting. Optumas will be primarily involved in setting rates.
- A member asked for clarification on the percentage of non-conflict under the CAP.
 - The Department clarified the CMS requirement is 100% conflict-free.
 - Today New Hampshire is at 70% which where the confusion on the numbers may have been.
- What is ERE?
 - Optumas Response: Employee Related Expenses (the cost of having an employee that aren't wages ex. Insurance and FICA taxes)
- A member raised concerns over trend analysis given the current economy
 - Optumas Response: Myers and Stauffer and Optumas will be taking a broad historical look, reviewing overall trends from larger period of time
- A member noted they have concerns and want to make sure that the data being used will accurately reflect the cost of services in the system.
- A member asked about the work done on narrowing down the services list and how will

	<p>those services being selected be brought into the actuarial side for rate development?</p> <ul style="list-style-type: none"> ○ The Department clarified that the Waiver Work Group is developing recommendations for services going forward. ○ The Rate Work Group will work on drafting definitions and reporting back to this group with thoughts about the cost reporting and rate setting processes for these new services. • A member noted they want to make sure that individual rates are based in data and that they are thoughtful in terms of operationalization of those services and the cost of those services.
<ul style="list-style-type: none"> • Assignment and Next Steps 	<ul style="list-style-type: none"> • <i>Please refer to the corresponding work group PPT for details on assignments (if any) and next steps.</i>